



DELBERT HOSEMAN
Secretary of State

TO: 2017 Registered Lobbyists
FROM: Mississippi Secretary of State's Office
DATE: February 25, 2017
RE: 2017 Mid-Session Report Reminder

REMINDER: The deadline to file your 2017 Mid-Session Report is, February 25, 2017.

To file the report please follow these instructions: (Please remember your email address is your user name. In the event you forgot your password, click "Forgot Password".)

1. **["Log on As Lobbyist"](#)**
2. Go to year **"2017"**
3. **Select "Details" next to your Lobbyist registration**
4. Select **"Create Mid/End Session Report"** then select **"Mid-Session"**. From here you can either **"Add Expenses"** or **"Import from Spreadsheet"** (**Remember to use expense template**).
5. In the event where *you don't have any expenses*, simply click **"Submit Report"** (**Report is still required if you do not have any expenses.**)

If you have any questions please feel free to email Kenneth Jones at Kenneth.Jones@sos.ms.gov.
Thanks.